



COUNTY OF LOS ANGELES

FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE
LOS ANGELES, CALIFORNIA 90063-3294

(323) 881-2401

DARYL L. OSBY
FIRE CHIEF
FORESTER & FIRE WARDEN

December 20, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVE THE ACCEPTANCE OF A GRANT FROM THE CALIFORNIA
EMERGENCY MANAGEMENT AGENCY FISCAL YEAR 2011 HAZARDOUS
MATERIALS EMERGENCY PREPAREDNESS GRANT PROGRAM;
AND APPROVE AN APPROPRIATION ADJUSTMENT
RECOGNIZING GRANT FUNDING
(ALL DISTRICTS) (4 VOTES)**

SUBJECT

The Consolidated Fire Protection District of Los Angeles County (District) is requesting approval to accept \$64,000 in federal grant funding from the California Emergency Management Agency (CalEMA) Fiscal Year 2011 (FY 11) Hazardous Materials Emergency Preparedness (HMEP) Grant Program (HMEP Grant Number 002); and approval of an appropriation adjustment recognizing the grant funding.

**IT IS RECOMMENDED THAT YOUR BOARD ACTING AS THE GOVERNING BODY
OF THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES
COUNTY:**

1. Accept \$64,000 in grant funding, HMEP Grant Number 002, from the CalEMA (Attachment A). This federal grant will provide funding for the District to design and implement an eight-hour Highway and Rail Awareness Program; and, to distribute and conduct an annual review of the Hazardous Materials Emergency Preparedness Plan (HMEPP).

SERVING THE UNINCORPORATED AREAS OF LOS ANGELES COUNTY AND THE CITIES OF:

AGOURA HILLS
ARTESIA
AZUSA
BALDWIN PARK
BELL
BELL GARDENS
BELLFLOWER
BRADBURY

CALABASAS
CARSON
CERRITOS
CLAREMONT
COMMERCE
COVINA
CUDAHY

DIAMOND BAR
DUARTE
EL MONTE
GARDENA
GLENDALE
HAWAIIAN GARDENS
HAWTHORNE

HIDDEN HILLS
HUNTINGTON PARK
INDUSTRY
INGLEWOOD
IRVINDALE
LA CANADA FLINTRIDGE
LA HABRA

LA MIRADA
LA PUENTE
LAKEWOOD
LANCASTER
LAWDALE
LOMITA
LYNWOOD

MALIBU
MAYWOOD
NORWALK
PALMDALE
PALOS VERDES ESTATES
PARAMOUNT
PICO RIVERA

POMONA
RANCHO PALOS VERDES
ROLLING HILLS
ROLLING HILLS ESTATES
ROSEMEAD
SAN DIMAS
SANTA CLARITA

SIGNAL HILL
SOUTH EL MONTE
SOUTH GATE
TEMPLE CITY
WALNUT
WEST HOLLYWOOD
WESTLAKE VILLAGE
WHITTIER

2. Delegate authority to the Fire Chief, or his designee, to execute all grant agreements, future amendments, modifications, extensions, and augmentations, as required by the CalEMA that are associated with the administration and management of this grant.
3. Approve the attached Appropriation Adjustment (Attachment B), recognizing \$64,000 in grant funding for Fiscal Year 2011-12 in the District's Executive Budget Unit's Services and Supplies appropriation in the amount of \$12,000 and Salaries and Employee Benefits appropriation in the amount of \$52,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The HMEP Grant Program affords grant recipients the opportunity to increase effectiveness in safely and efficiently handling hazardous materials accidents and incidents; and, encourages a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation and hazardous materials incidents.

The FY 11 HMEP Grant is performance-based and builds upon capabilities developed with funding awarded in FY 09 and FY 10 to develop the District's HMEPP. This plan provides emergency response guidelines and protocols for first responders to effectively prepare and respond to hazardous materials incidents inclusive of transportation accidents, fixed-facility releases, and any other hazardous materials emergency that occurs.

Approval of the recommendations now before your Board will allow sufficient funding for the District to design and implement an eight-hour Highway and Rail Awareness Program; and, to distribute and conduct an annual review of the District's HMEPP. The purpose of the Highway and Rail Emergency Awareness Program is to ensure District first responders are provided the necessary skills to enhance situational awareness, improve incident scene safety and mitigation, and increase their proficiencies when responding to a highway and/or rail hazardous materials transportation emergency incident.

The District anticipates a three-year timeframe to ensure all emergency operations personnel complete the Highway and Rail Emergency Awareness Program. With grant funding awarded through the FY 11 HMEP Grant, this eight-hour module will be delivered to all District battalion chiefs and hazardous materials task force personnel. During years two and three, with the projected partnership of the FY 12 and FY 13 HMEP Grant Program, the District will expand exercise delivery to all emergency operations response personnel.

Specifically, the appropriation adjustment will provide adequate funding to address the expenditures noted below:

- | | |
|----------------------------------|----------|
| • Services and Supplies | \$12,000 |
| • Salaries and Employee Benefits | \$52,000 |

The grant funding for Services and Supplies will be utilized for expenditures associated with exercise materials and office supplies to support the Highway and Rail Emergency Awareness Program and HMEPP printing costs. Salaries and Employee Benefits will include reimbursement of project management staff salaries.

Implementation of Strategic Plan Goals

Approval of the recommended actions are consistent with the County's Strategic Plan Goal Number 1, Operational Effectiveness, through disaster training and emergency preparedness and response efforts; and, Goal Number 5, Public Safety, by ensuring the committed efforts of public safety partners to continue to maintain the highest level of safety and security standards for the residents of Los Angeles County.

FISCAL IMPACT/FINANCING

With your Board's approval of the attached Appropriation Adjustment, sufficient funding will be available in the District's Executive Budget Unit's Services and Supplies appropriation in the amount of \$12,000 and Salaries and Employee Benefits appropriation in the amount of \$52,000 to address the projected appropriation needs this fiscal year.

Grant recipients must provide 20 percent of the direct and indirect costs of all activities covered under the FY 11 HMEP Grant Program. The District's Executive Budget Unit has sufficient funding in the amount of \$16,000 to meet this 20 percent cost share requirement.

There is no impact on net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The CalEMA has provided the District with guidelines for the administration of the grant agreement. These guidelines detail the activities and expenditures that are allowable for reimbursement.

The performance period for the FY 11 HMEP Grant Program is January 1, 2012 through September 30, 2012.

CONTRACTING PROCESS

Purchase of services and supplies is under the statutory authority of the County Purchasing Agent. Any and all purchases will be requisitioned through, and accomplished by the Purchasing Agent in accordance with the County's purchasing policies and procedures, established by the Internal Services Department.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

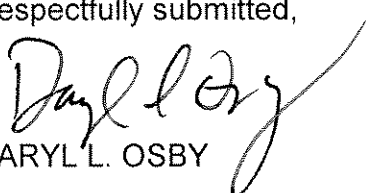
Approval of the recommended actions will ensure the District's ability to provide effective and essential levels of public safety to the residents of Los Angeles County, as well as expand the quality and productivity of the District's emergency services.

CONCLUSION

Upon approval by your Board, please electronically submit a Statement of Proceedings to the following:

Consolidated Fire Protection District of Los Angeles County
Executive Office – Emergency Operations
Chief Deputy John B. Tripp
jtripp@fire.lacounty.gov

Respectfully submitted,


DARYL L. OSBY

DLO:heo

Attachments

c: Chief Executive Officer
Auditor-Controller
County Counsel

STATE OF CALIFORNIA CALIFORNIA EMERGENCY MANAGEMENT AGENCY HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) ASSISTANCE AGREEMENT			
1. ASSISTANCE NO. HM-HMP-0236-11-01-00	2. SUB-RECIPIENT NO. 002	3. TYPE OF ACTION Sub-grant Award	4. PERFORMANCE/BUDGET PERIOD January 1, 2012 to September 30, 2012
5. SEND PAYMENT REQUEST TO Cal EMA HMEP Grant Administrator	6. PAYMENT METHOD Reimbursement	7. TOTAL PROJECT/BUDGET COST \$80,000	PCA/Index Codes (Accounting Office Use Only)
8. SUB-RECIPIENT PROJECT MANAGER & ADDRESS Phil Cocker, Assistant Fire Chief Los Angeles County Fire Department-Technical Services Div 1320 North Eastern Avenue Los Angeles, CA 90063		9. Cal EMA REGIONAL COORDINATOR, ADDRESS, & PHONE #	
		Region I Sherryl Jones 4671 Liberty Avenue Los Alamitos, CA 90720 (562) 795-2973	Region II Sandra Mckenzie 1300 Clay St. STE 400 Oakland, CA 94612 (510) 286 - 6748
		Region IV Dana Owens 3650 Schriever Ave Mather, CA 95655 (916) 845 - 8482	Region V Kevin Nagata 2550 Mariposa Mall Rm 181 Fresno, CA 93721 (559) 445 - 5987
10. PAYEE Los Angeles County Fire Department-Technical Services Div 1320 North Eastern Avenue Los Angeles, CA 90063		Region VI Bill Martinez 4671 Liberty Ave Los Alamitos, CA 90720 (530) 795 - 2957	
11. ASSISTANCE PROGRAM (CDFA PROGRAM) HMEP 20.703		12. PROJECT TITLE 8-Hour Highway & Rail Emergency Awareness Program / Hazardous Materials Emergency Preparedness Plan Evaluation	
13. FEDERAL SHARE (HMEP GRANT)	THIS ACTION	16. Cal EMA HMEP Grant Administrator Neverley Shoemake, Emergency Services Coordinator (916) 845 - 8765, neverley.shoemake@calema.ca.gov	
	\$ 64,000		
14. SUB-RECIPIENT MATCH SHARE	\$ 16,000	18. STATUTORY AUTHORITY Federal Hazardous Materials Transportation Law, 49 U.S.C. 5101 et seq.	
15. TOTAL PROJECT COST	\$ 80,000	19. REGULATORY AUTHORITY Title 49 CFR, Part 110	
OFFER & ACCEPTANCE			
<p>The United States of America, acting by and through the United States Department of Transportation and the California Emergency Management Agency (Cal-EMA) hereby offers assistance to Los Angeles County Fire Department (the Sub-recipient), for 80% of the total approved project costs incurred, not to exceed \$80,000. Sub-recipient agrees to contribute a minimum of 20% of the total approved project amount as a match share. Sub-recipient agrees to provide the Cal EMA HMEP Grant Administrator with quarterly project performance reports and monthly/quarterly requests for reimbursement that reflect total costs incurred during the indicated quarter along with all supporting documentation that substantiates all claimed costs, including the match share. Sub-recipient agrees to closely track all project work activities and associated costs for compliance with grant allowability. Sub-recipient agrees to provide written notification to the Cal EMA HMEP Grant Administrator of any deviation from the approved project described in the original application. Sub-recipient agrees to refrain from implementing any deviations unless approved by Cal EMA. Sub-recipient agrees to provide Cal EMA with information that depicts the outcome, results, or product of the project at the conclusion of project activities, but not later than the end of the performance period. Sub-recipient agrees that failure to comply with any of these provisions, or those contained in the governing regulations and the Cal EMA Planning Grant Guide for Local Governments may result in the termination or suspension of this grant award.</p>			
<p>Review, sign and return this document (with original signatures) to the California Emergency Management Agency (Cal EMA) Hazardous Materials Section, 3650 Schriever Avenue, Mather, CA 95655 within 5 days of receipt, or as otherwise directed by the HMEP Grant Administrator.</p>			
<p>NOTE: Receipt of a written refusal to accept this grant award or failure to return the properly executed document within the prescribed time may result in the withdrawal of this offer by Cal EMA. Any alteration of this document by the sub-recipient, shall void the Agreement.</p>			
Cal EMA AWARD OFFICIAL			
SIGNATURE	TYPE NAME & TITLE		DATE
	PEGGY OKABAYASHI, Assistant Secretary, Administration		
<p>This agreement is subject to applicable United States Department of Transportation statutory provisions and assistance regulations. In accepting this award or amendment and any payments made pursuant thereto, (1) the undersigned represents that s(he) is duly authorized to act on behalf of the sub-recipient organization, and (2) the recipient agrees (a) with the requirements of the "Offer and Acceptance" clause, (b) that the award is subject to the applicable provisions of 49 CFR § 110 et seq., 49 CFR Part 18, and of the provisions of this agreement, including the Articles of Agreement, and (c) that the acceptance of any payments constitutes an agreement by the payee that the amount of any funds found by Cal EMA to have been overpaid will be refunded in full to Cal EMA.</p>			
BY AND ON BEHALF OF THE DESIGNATED SUB-RECIPIENT			
SIGNATURE	PRINT/TYPE NAME AND TITLE		DATE
	Phil Cocker, Assistant Fire Chief		

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BOARD OF
SUPERVISORS
OFFICIAL COPY

BA FORM 09-09

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S .
NO. 390-08

DEPARTMENT OF FIRE

December 20, 2011

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2011-12

4 - VOTE

SOURCES

EXECUTIVE BUDGET UNIT
DA1-FR-90-9031-40100-40129
FEDERAL GRANT - \$64,000
INCREASE REVENUE

USES

EXECUTIVE BUDGET UNIT
DA1-FR-1000-40100-40129
SALARIES & EMPLOYEE BENEFITS - \$52,000
INCREASE APPROPRIATION

EXECUTIVE BUDGET UNIT
DA1-FR-2000-40100-40129
SERVICES & SUPPLIES - \$12,000
INCREASE APPROPRIATION

SOURCES TOTAL: \$ 64,000 USES TOTAL: \$ 64,000

JUSTIFICATION: TO RECOGNIZE FEDERAL GRANT FUNDS FROM THE CALIFORNIA EMERGENCY MANAGEMENT AGENCY FY 2011 HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANT PROGRAM AND APPROPRIATE THE FUNDS IN THE DISTRICT'S EXECUTIVE BUDGET UNIT FOR THE DESIGN AND IMPLEMENTATION OF AN EIGHT-HOUR HIGHWAY AND RAIL AWARENESS PROGRAM.

AUTHORIZED SIGNATURE:

Les Seidman
LES SEIDMAN, ASSISTANT CHIEF
FINANCIAL MANAGEMENT DIVISION

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR---

☐ ACTION
☒ RECOMMENDATION

☒ APPROVED AS REQUESTED
☐ APPROVED AS REVISED

AUDITOR-CONTROLLER

BY *Kam Jenkins*

CHIEF EXECUTIVE OFFICER

BY *Phil Wilk*

B.A. NO. 039

Dec 1 20 11

Dec 1 20 11

SEND 6 COPIES TO THE AUDITOR-CONTROLLER